DEPARTMENT OF PARKS AND RECREATION

Trenton Henspeter – Youth Job Corps Manager



CITY OF SAINT PAUL Mayor Christopher B. Coleman



25 W. 4th Street City Hall Annex Suite 400 Saint Paul, Minnesota 55102 www.stpaul.gov/yjc

Telephone: 651-266-6363 Facsimile: 651-292-7311 TTY: 651-266-6378

March 24, 2013

Name, Address City, State, Zip

Thank you for submitting your application for Youth Job Corps (YJC). To be eligible for YJC you must attend the orientation event listed below. Attending the orientation does not guarantee you employment with YJC, nor does it mean that you have a job at this point in the process.

At your orientation, YJC staff will help you complete your payroll packet and go over payroll policies and procedures. YJC will also take you through the next steps in the summer hiring process including the YJC Career Expo and the YJC Online Job Bank.

Your orientation session will be held at:

North Dale Recreation Center 1414 N. St. Albans St. Saint Paul, MN 55117

Monday April 1st from 3:30 - 5:00 p.m.

If you do not attend orientation, you will <u>NOT</u> be rescheduled.

You will NOT be admitted after 3:30 PM. Un-invited youth will NOT be admitted. Please bring a pen.

EXTREMELY IMPORTANT!

You must bring the following items to your orientation. You will <u>NOT</u> be admitted to the orientation, or eligible for the YJC, without the following items!

- 1. YOUR ORIGINAL SOCIAL SECURITY CARD (not a copy). Please make sure you have validated your social security card by signing your name as it appears on your card. If you do not have your Social Security Card, please contact the Social Security Office to request one. You can also download an application from the Social Security Administration website at www.ssa.gov. If you are not a U.S. citizen you must bring a copy (both sides) of anything from column A on the "List of Acceptable Documents for Identity and Employment" enclosed. Expired documents will not be accepted.
- **2. Another form of** *IDENTIFICATION* **from list B the enclosed "List of Acceptable Documents"**. You must have an item from column A **AND** an item from column B.
- 3. Signed copy of the Youth and Parent/Guardian signature page (included).
- 4. You must bring Acceptable Verification Documentation for the following checked item(s):



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Disability

Household Income



Family Size

<u>If no item is checked</u>, you may disregard line 4. See the enclosed "List of Acceptable Verification Documentation" for details on how to verify items from line 4. If you have any questions on what you should bring to orientation please email youthjobcorps@stpaul.gov or call 651-266-6400. Please let our receptionist know that you are calling about YJC:

Sincerely,

Trenton Henspeter Youth Job Corps Director